

# LORAIN SOIL & WATER CONSERVATION DISTRICT

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Board of Supervisors  
Meeting Minutes  
May 22, 2018  
Lorain County Agricultural Center  
Elyria OH 44035

Supervisors present: Will Schlechter, Chairman, Jessica Duplaga, Vice Chairman,  
John Grills, Treasurer, John Hadgis, Secretary, Robert Pandy, Member

Supervisors absent: None

Associate Supervisors present: John Born

Associate Supervisors absent: Dan Buttler, Dave Manning, Lawry Babitt

SWCD personnel present: Lynne Parsh, Administrative Assistant

SWCD personnel absent: None

NRCS personnel present: Derrick Harmon, District Conservationist, Drew DeMatteo,  
Soil Conservationist

NRCS personnel absent: None

ODA, DSWC personnel present: Clark Hutson, Program Specialist

Schlechter called the meeting to order at 8:35 a.m.

## **Public Comments:**

None

## **Minutes:**

Hadgis moved to approve the minutes of the revised April 11, 2018 Special Board meeting and the April 24, 2018 Board meeting; 2<sup>nd</sup> by Duplaga. Motion passed 5-0.

## **Bills to be paid:**

Parsh reviewed the revised April bills and the May bills. Grills moved to approve the revised April bills and May bills; 2<sup>nd</sup> by Hadgis. Motion passed 5-0.

April revised bills:	District Fund	11 items	\$ 2,043.06
	Special Fund	6 items	\$ 6,629.34
May bills:	District Fund	13 items	\$10,453.94
	Special Fund	6 items	\$ 4,373.95

April bank statements and reconciliations were presented for Board signature (Grills). Staff timesheets were presented for Board signature and matched against ADP Labor Distribution reports (Grills).

Employees leave accrual balances ending April 28, 2018:

Parsh:	Annual	82.14	Sick	194.41
Raulinaitis	Annual:	N/A	Sick	38.75

**Derrick Harmon, District Conservationist:** Harmon started by informing the board about the FY18 program deadlines for the regular EQIP subaccounts. Harmon stated that Lorain Co. currently have 51 EQIP & 1 CStP application for FY 18. Harmon also stated that the NRCS State Office was conducting a QAR today. The QAR are to assure that contacts are developed & implemented according to NRCS policies. The QAR personall had an opportunity to address the board & answer any question the board had.

**Clark Hutson, ODA Program Specialist:** Hutson told the Board that he had spent most of Wednesday, May 16<sup>th</sup> with Parsh updating Lorain SWCD's 2019 budget. He discussed the expenses and revenue projections with the board. Hutson advised the board that they need to spend the excess carryover from previous years so as to not put our state match in jeopardy. A brief discussion followed with ideas of purchasing a new copy machine, equipment for the new District Technician/Outreach Specialist, etc. There was no question that there is money to add on a third full-time position. There was also discussion on the pros and cons of offering health insurance as opposed to an annual stipend to employees. This will be discussed at a further date. Hutson said he would stay afterwards and help Parsh complete the figures the county needs for the 2019 budget.

**Activity Reports:**

**Parsh:** 1) Urban Erosion & Stormwater Specialist position. The Board had held a Special Meeting on Monday, May 21<sup>st</sup> to interview four candidates for this position. There was some discussion on offering the position to a candidate that didn't have a background education in natural resources or conservation and give him an opportunity with as much training as possible to do well in the position. There will have to be quarterly reviews and any increase in hourly wages will depend on performance evaluations. Motion raised by Hadgis to offer Mitchell Carr \$12.00 an hour with a possible increase in wages after a 90 day review, 180 days and every quarter after that; 2<sup>nd</sup> by Pandy. Motion passed 5-0. 2) District Technician/Outreach Specialist-Parsh explained that she hadn't had a chance to post the job publicly yet but would do so before the week was up. Discussion on wages for that position were also held. It was mostly agreed that wages would commensurate with experience and historically anywhere from \$12.00 an hour to \$17.00 an hour had been paid to an employee in that position. 3) Administrative Development Program 2018-2019-Parsh would like to attend. Parsh explained that this was similar to a Level 2 training continuing from the Administrative Assistant training she had completed this past winter. The cost to attend for all 6 sessions is \$400.00. Motion raised by Grills for Parsh to spend up to \$400.00 to attend all 6 sessions; 2<sup>nd</sup> by Duplaga. Motion passed 5-0. 4) Parsh advised the board that Dennis Kothe had sent in a letter requesting to rescind his bid on the smaller acreage which is part of the County Home Farm. Since the bridge is currently out limiting access to the property, Hadgis asked why we (Soil & Water) don't put in a culvert ourselves. With excess funds to use up, it is a possibility that could be looked into. Parsh mentioned that we need a new copier machine and she was advised to get 3 bids if possible and look at purchasing one as opposed to leasing one. Some other ideas for purchasing items were

discussed too. Parsh said she was attending the Area II Administrator's meeting on June 6<sup>th</sup> at Portage Lakes.

**Other Business:**

None

Grills moved to adjourn at 10:10 a.m.; 2<sup>nd</sup> by Duplaga. Motion passed 5-0.


**Next scheduled meeting: Tuesday, June 26, 2018 at 8:30 a.m.**



Recorded and submitted by Lynne Parsh



John Hadgis, Secretary



Will Schlechter, Chairman